

**STATE OF GEORGIA
RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION #910118-02**

Sheet : 3 of 3

Schedule Number: 94-0017

Effective Date: 08/23/94

Agency Code: 0414

Agency: Department of Education

Creating Office: Office of Special Services

Series
Title/Dates: Student and Teacher Achievement Recognition (STAR) Program, 1988 - [ongoing].

Access: Closed (O.C.G.A. 50-18-72(a); Public Law 93-380, Section 513).

Class: Individual

Function
Documented: Office of Special Services' coordination and co-sponsorship of the Student and Teacher Achievement Recognition Program with the Business Council of Georgia, local community business organizations and civic groups, and local school systems. All Georgia's 186 public school systems and all accredited private schools are eligible to participate in the STAR Program. From 1988 through 1991, the STAR program was under the Office of Business and Education Partnerships, Division of Educational Enterprises.

Consists of: Correspondence promoting and coordinating the program, completed nomination forms for STAR Student and Teacher awards, and other administrative documents.


Arrangement: Chronological by school year; thereunder numerical by congressional district.

Media: Paper

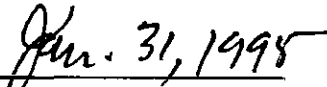
Retention
Instructions: Administrative need: Three (3) years.

Disposition
Instructions: Cut off at end of school year (August 14th)
Hold in current files area one (1) year.
Transfer to State Records Center and hold (2) years.
Destroy.

The State Records Committee has approved these disposition instructions for the records series described in the attached records retention schedule application and in this profile.



Edward Weldon
Secretary of State Designee



Date

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Student SAT Scores and Grades/PL 93-380, Sec. 513 and O.C.GA. 50-18-72(a)
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout? Annual List of Participants

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0 years.	d. Audit period	0 years.
b. Statute of limitation	N/A years.	e. Administrative need	3 years.
c. Federal law	0 years.	f. Federal retention instructions	0 years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other School Year then,
(August 14 - August 15)

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold 2 year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Application #900118-02, Sheet 2 of 3
Schedule-94-0017, 08/23/94

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. Dorman</i>	1-17-91	<i>Yickie Baker</i>	01/15/91
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>SEE ATTACHED</i>	
State Auditor/Designee		STATE RECORDS COMMITTEE	
Secretary of State/Designee		APPROVAL SIGNATURE SHEET	
Attorney General/Designee			